REPORT SUBMITTAL GUIDANCE: YEARLY PROGRESS REPORT

1. When is the Yearly Progress Report due?

    A. *Yearly (Y)* reports are due 90 days after the project start anniversary date (e.g., project starts July 1, 2001; yearly report is due on September 28, 200x), unless a different reporting due date is given in the Special Terms and Conditions. The last yearly report is automatically waived; information should be included in the final report.

2. What should the yearly report contain?

    A. The yearly report is a comprehensive, stand-alone report of all work done on the project up to that point in time.

3. What electronic format should I use to submit the report?

    A. Reports must be submitted in Adobe Portable Document Format (PDF). If you cannot meet this requirement, please notify your contract specialist and project manager via **psdrept@id.doe.gov** for additional instructions. Awardees should expect to eventually acquire PDF capability in order to comply with reporting requirements, including a requirement for the final report to be submitted as a PDF document.

4. What page set-up requirements do I need to meet?

    A. The report must be sized so that it can be printed on standard 8-1/2" by 11" paper. Margins on all four sides (including headers and footers) must not be smaller than one inch (1"). Font size must be Arial 11 point or equivalent.

5. Where is the recommended format?

    A. The recommended format begins on the next page.

YEARLY PROGRESS REPORT

Project Title: Title

Covering Period: Time period covered by the report (e.g., April 1, 2002 through March 31, 2003)

Date of Report: Date (e.g., June 13, 2003)

Recipient: Company/University Name
Address

Award Number: DE-FC07-xxIDxxxxx

Subcontractors: Names

Other Partners: Names

Contact(s): Principal Investigator name, telephone number, and email address (List others that you wish to be identified)

Project Team: DOE-HQ contact; Industry contact; project mentor; contract specialist; etc., if you know these

Project Objective: Project objective(s)

Background: Project background

Status: This section should include a concise narrative assessment of the work done up to the present time according to the tasks for the project, as well as any problems or programmatic issues related to milestones and schedule, and how they are being resolved. The discussion should include experimental procedures used, observations/results, conclusions, and recommendations. References should be included as necessary. The status should not contain any proprietary information or details that should not be released to the public. (This report will be made available to the public via the Internet.) If such details are important to reporting the status, a note can be included in the write-up indicating this and asking the reader to contact the PI for further information. It is expected that this section would be between 5 and 20 pages in length.

Plans for Next Year:

A discussion about the plans for the next year and other plans according to the schedule for the project.

Patents: A cumulative list of patents applied for or resulting from the award.

Milestone Status Table: This should be a complete list of project milestones, anticipated completion dates and actual completion dates. The milestone identification number should correspond to the task numbers in your agreement to aid in tracking (example below).

ID Number	Task / Milestone Description	Planned Completion	Actual Completion	Comments
1	Molding Study			
1.1.1	Molding Literature Review	7/1/98	7/1/98	
1.1.2	Receive Foundry Data	9/30/98		New date 4/30/99
1.1.3	Receive Vendor Data	9/30/98	9/30/98	
1.1.4	Visit Foundries	9/30/98	12/31/98	
1.2.1	Select Castings	9/30/99		New date 3/31/99
1.2.2	Produce Castings	9/30/99		New date 7/31/99
1.2.3	Measure Castings	10/15/99		
1.2.4	Analyze Data	10/15/99		
1.3.1	Design Tools	7/31/99		
1.3.2	Build Tools	12/31/99		
1.3.3	Produce Castings	9/30/00		
1.3.4	Measure Castings	10/30/00		
1.3.5	Analyze Data	12/31/00		
1.4	Final Report	1/31/01		

Budget Data (as of date): The approved spending should not change from quarter to quarter. The actual spending should reflect the money actually spent on the project in the corresponding periods.

Phase / Budget Period			Approved Spending Plan			Actual Spent to Date		
			DOE Amount	Cost Share	Total	DOE Amount	Cost Share	Total
	From	To						
Year 1								
Year 2								
Year 3								
Year 4								
Year 5								
		Totals						

Spending Plan for the Next Year:

Month	Estimated Spending
Should be completed for each month of the next year	